



EMPLOYMENT OPPORTUNITY

1. RPA #
1668/5930-DSA

ANALYST'S INITIALS
pmc

DATE
06/01/07

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Fire & Life Safety Officer I/II	POSITION NUMBER 720-401-4348-901 720-401-4351-901	TENURE PERMANENT	TIME BASE Full Time	CBID R-09
OFFICE OF Division of the State Architect	LOCATION OF POSITION (CITY or COUNTY) San Diego		MONTHLY SALARY FLSO I \$5,337 to \$6,482 FLSO II \$6,022 to \$7,319	
SEND APPLICATION TO: Division of the State Architect 16680 West Bernardo Drive San Diego, CA 92127 Attn: Patricia Painter	REPORTING LOCATION OF POSITION 16680 West Bernardo Drive			
	SHIFT AND WORKING HOURS DAYS - 8:00am to 5:00pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (858) 674-5400	PUBLIC PHONE NUMBER ()	POST & BID FILE BY: NA	
	SUPERVISED BY AND CLASS TITLE Supervising Structural Engineer		FILE BY 06/15/07	

The DSA has two (2) vacant positions to fill!

SELECTION CRITERIA - -

- Please send your completed Standard State Application and résumé to the address above.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS

In order to ensure compliance with applicable fire and life safety codes, regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations, upon acceptance of submittals by the Senior Architect (Project Intake Specialist):

- Independently reviews plans and specifications of public schools, community colleges, and essential service buildings, and other projects to assure compliance with applicable fire and life safety codes, regulations and standards as contained in the California Building Code. Buildings represent a full range of types of construction and occupancies involving a wide variety of codes and standards.
- Reviews fire alarm and fire sprinkler shop drawings, change orders, addenda, and other submittal for approvals for fire and life safety code compliance in accordance to the DSA formal plan review process.

In order to resolve and enforce fire and life safety code issues and requirements during back reviews and preliminary meetings held during conceptual phase of the project, maximize use of plan review hours and reduce construction errors, using knowledge of Title 19 and 24 requirements and the DSA plan review process:

- Interacts with the design professionals to resolve and enforce fire and life safety code issues and requirements during back check reviews, and preliminary meetings held during conceptual phase of the project. Responds to questions verbally or in writing from the design professionals.
- Provides consultation and technical assistance to DSA plan review and field inspection staff on fire and life safety building standards, and acts as lead person for Fire & Life Safety Officer I staff. Tracks, prioritizes, and manages fire and life safety inventory of project submittals

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In order to ensure compliance with fire and life safety codes and regulations for structures which fall under the DSA jurisdiction, upon direction from the Supervising Structural Engineer, performs site inspection work of average difficulty and prepares construction reports which identify progress and problems as they relate to fire and life safety building standards; makes formal inspections of completed construction work and advises project participants on construction methods, techniques and materials and fire and life safety codes and regulations including Title 19 and 24 of the California Code of Regulations.

In order to keep current on trends and requirements in fire and life safety compliance, attends meetings, trainings and conferences held periodically throughout the year and at various locations as recommended by the DSA Principal, Fire and Life Safety, Supervising Structural Engineer or Regional Manager.

KNOWLEDGE AND ABILITIES

Knowledge of: Plan review code applications; general building code applications; basic engineering, architectural and building design practices and procedures; standards, methodology and terminology used in the building construction industry; code compliance in fire and life safety; fire protection equipment and systems; exiting systems; mechanical and electrical systems and components; standards and methods of construction; construction documents and reports; methods of conducting building construction inspections; Titles 19 and 24, California Code of Regulations; Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association. Building seismic components and installations; elevators and related components; emergency generating equipment; building emergency planning and signing; construction and operation of fire protection appliances and systems used in buildings; plan review techniques; construction and inspection of public or school buildings.

Ability to: Analyze situations accurately, reason logically and take effective action; check plans and specifications for design materials and code conformance; inspect facilities for fire and life safety code compliance; prepare clear and comprehensive correspondence and reports on investigations, inspections, and surveys; communicate effectively and make presentations; establish and maintain the confidence and cooperation of those contacted in the work; provide clarification and guidance regarding the application of codes, regulations, and laws; train lower level staff; prepare effective research and analytical reports; perform more complex review and inspection work; analyze alternate means of protection.

DESIRABLE QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS

- Tact and diplomacy in dealing with internal and external customers
- Dependable, reliable, adaptable and punctual.
- Willingness to take direction from lead personnel.
- Ability to provide lead person responsibilities in a professional tactful manner
- Experience performing plan review in a jurisdiction.
- Experience reading, interpreting and applying codes, regulations and standards.
- Ability to work in a team environment with multiple disciplines.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Effectively handle stress and meet deadlines.
- Effectively communicate with clients and staff.
- Read, apply and interpret a variety of technical documents, construction documents, laws, codes, standards and guidelines.
- Effectively handle stress and meet deadlines.
- Move objects, such as construction documents, weighing up to 35 pounds.
- Standing, bending squatting, climbing, kneeling, crawling and twisting are required.
- Grasping, pushing/pulling, reaching above, at and below shoulder are required.
- Driving to different job sites is required (A valid California Driver's License is required).
- Occasional walking on uneven ground; exposure to excessive noise; exposure to extremes in temperature, humidity or wetness; exposure to dust, gas fumes, or chemicals; working at heights are required.
- Working overtime on a fairly frequent basis (40 hours per month is not uncommon.)

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.